

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
July 17th, 2024 at 3pm**

Approved

1. **CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER:** Called to order by **McKenna** at 3:03pm. Kathleen **McKenna**, Steve **Snyder**, Bill **Nayes**, François **Christen**. Valerie **Hanelt** on Zoom. Andres **Avila** absent.
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** Morgan **Baynham**, Mark **Scaramella**, Kirk **Wilder**, Clay **Eubank**. Scaramella acknowledged and thanked the fire department for their swift response to recent incidents and continued excellence. He also noted that the airport is missing from the auditor's report and would like to make sure it is being audited. He announced the upcoming board elections and the potential costs.
3. **CORRESPONDENCE RECEIVED:** Reviewed.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** 7.c. Airport Committee Report is to be moved to 6.a. to accommodate Wilder, item 7.g.1) is proposed to rephrase to "Discussion and possible approval of changes to salary and/or fringe benefits of Executive Director/Fire Chief based on expanded duties." **McKenna** moves to approve, **Nayes** 2nd. All ayes, no nays.
5. **CONSENT CALENDAR:**
 - a. 6/19/2024 minutes were approved
 - b. Approved.
6. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS:**
 - a. **AIRPORT COMMITTEE REPORT:** Reviewed. **Wilder** reports that the airport was inspected by CalTrans and the inspection went very well. Some cracks need to be filled and the wind sock needs replacing but no major issues were reported. Hay baling was paid for by the CAAP grant and resulted in \$7,055 net profit, making it a great year for hay.
 - 1) Update on Airport and discussion about need for insuring the airport: This item was tabled until the next board meeting due to lack of information, The airport insurance policy needs to be reviewed and possibly updated to ensure it is appropriate for the facility and the use.
 - b. **EXECUTIVE DIRECTOR'S REPORT:** **Eubank** presented the Director's Report in the absence of Avila. Elections: Incumbents need to submit their renewals to the office of the Assessor-County Clerk-Recorder in Ukiah between July 15th and August 9th. Any unfilled term renewal will have an extension of five days (August 14th) before it will be open for appointment. If we get multiple applicants, seats will go to election in November. Annexation: Several months ago, AVCSD had proposed 14% of the total property taxes collected in the annexation area be distributed to AVCSD. The 14% percent proposal amounts to 50% of the remaining property tax going to the county general fund after schools, county roads, libraries, county promotion, capital outlay, and all other special districts were cut out. The remaining tax monies eligible are \$162,951. Our 14% base tax proposal (or 50% of remaining general fund) would allow AVCSD to receive \$81K to provide emergency services to an additional 177 square miles of properties outside the legal district boundary (rough 110% increase). **Scaramella** wanted to know how this would impact property owners being annexed. **Nayes** informed him that they would pay benefit assessment fees, with advance notice, in place of the current annual agreement and fee or being billed for incidents. Reorganization: Most of the major overhaul is complete and now the reorganization is going into streamline and cleanup. Administrative assistant Caleigh Bennett will be leaving November 1st and the process of finding a new Administrative Assistant will start in September to create time to allow the new employee overlap time for a smooth transition. P&P Review: Policies and Procedures Committee has an updated and polished document to be presented today for acceptance. Skate Park: The first two large checks for the skate park grants were received last week for over 100k. This comes as good news to assist the Skate Park cash flow as they continue to move forward. County Bank Accounts: Angela is working on getting updated names for AVCSD staff to access funds in the county accounts.

The Board will have a resolution on the next Board meeting to update staff authorization and access to our six accounts. U7400: Nearing completion. EMS Memberships: Over 420 so far, on track to reach the 450 target. Fire Season: Several calls in the last weeks that were contained swiftly. Engine 7471 was deployed on a Lake County preposition and is back out on the Mina fire. Chief is out for an assignment in Trinity County on the Shelby Fire. On Thursday the 11th, there was another small fire on Quail Ridge Rd. north of Boonville that was caused by weed whacking activities. **Scaramella** inquired about possible liability of someone causing a fire operating such machinery at times that are unadvisable and suggested some kind of deterrence in the form of a letter or violation. AVHS Fire Alarm: A faulty connection caused several false alarms at the AVHS. The issue has since been resolved but the alarm is owned by the school and therefore billable to them and there was a suggestion to lease the alarm in the future so the alarm company can be billed.

7. ADVISORY COMMITTEE REPORTS:

- a. **EMERGENCY SERVICES COMMITTEE**: Presented by **Snyder**: Reviewed. Most of what was discussed at the ESC meeting was covered in the ED report. **Eubank** gave an update on the new ambulance which is due to arrive by September, as well as the decision not to participate in the PPIGT program and continue to participate in the IGT program.
- b. **BUDGET COMMITTEE REPORT**: Presented by **McKenna**: Reviewed. Measure P funding is trickling in. The Budget Committee approved and recommended to the board the purchase of the heart monitor. The resolution to name contacts for the county accounts was tabled to find out if specific names are required or if titles will suffice. Fuel use report by apparatus was reviewed and showed significant savings by signing up with Westgate Petroleum. Developer fees brought in \$42,000 over two years with another \$10,000 or so on the way. The \$14,000 cost of the nexus study was well spent.
- c. **AIRPORT COMMITTEE REPORT**: Reviewed at item 6.a.
- d. **PARKS & REC. COMMITTEE REPORT**: Presented by **McKenna**. Nonprofit Solutions is interviewing potential donors for the Skate Park project. The playground equipment has finally been reinstalled correctly and there is a search ongoing for a new contractor to install the remaining three structures. A new sign and bulletin board has also been installed.
- e. **WATER PROJECTS**: Did not meet.
 - 1) Clean Water: Reviewed. **Hanelt** presented. Both Drinking Water and Clean Water are approaching the last phase of the planning process. We anticipate that they will enter the LAFCo process together once the rate studies are completed for both projects. The engineers will present the rate studies to the Board when they are finished.
 - 2) Drinking water: In August the State Water Board will decide on the issue of mixed-use parcels (commercial parcels that also have a residence) and the funding of drinking water laterals. We have approximately 20 parcels out of 240 that have mixed-use. Val is working on a “public comment” to support funding these parcels with free laterals. Caltrans informed us that due to the concerns over construction sequencing conflicts with the AVCSO planned Water/Wastewater projects, they have decided to re-schedule the sidewalk/bike lane/repaving project through Boonville until the summer of 2029. They will hold a meeting in Boonville for public input about sidewalk treatments, bike lanes and parking concerns during the summer of 2028.
 - 3) Four resolutions regarding authorization for water projects: **McKenna** presented Resolutions 2024-05, 2024-06, 2024-07 & 2024-08 which are re-written versions of the same resolutions from 2016 regarding access and authorization to sign on water projects, updated to reflect the Executive Director replacing the General Manager in the CSD. **Christen** moves to accept the Resolutions. **Nayes** 2nd. All ayes, no nays. The resolutions were roll-called and passed unanimously.
- f. **POLICIES & PROCEDURES**: Presented by **Christen**. P&P committee has been going over the document in full to bring it up to date.
 - 1) Discussion and possible adoption of Policies and Procedures updates: **Christen** would like to present the Policies and Procedures document formally to the board for adoption. **Christen** moves to accept the current Policies & Procedures as presented. **Snyder** 2nd. All ayes, no nays.

g. **PERSONNEL COMMITTEE:** Reviewed.

1) Discussion and possible approval of changes to salary and/or fringe benefits of Executive Director/Fire Chief based on expanded duties: **Nayes** presented a PowerPoint outlining the new and expanded Executive Director/Fire Chief role and several proposed new salary packages to include SSDI, IRA contributions, Healthcare and Merit Increase. The ED will be covering the entire CSD organization as well as Fire and EMS. The next slide showed comparable salaries in the area with the caveat that there are no other similar roles as the ED is effectively occupying two separate roles simultaneously, Executive Director as well as Fire Chief. The salaries presented represented a wide range of compensation. The current salary of the AVFD Fire Chief is \$98,098, \$134,804 with benefits. There were three compensation 'packages' presented- an increase of \$20,000, \$25,000 or \$30,000 to the current base salary, and a retroactive compensation as he has been occupying this dual role since February. The retroactive compensation was derived by taking the total and dividing it into a monthly rate to be applied from this month (July) back until February and came to a total of \$19,344. The total compensation package to include SSDI, IRA contributions, Healthcare and Merit Increase need to be verified by Finance but funding sources have been identified that would result in a net zero increase to the budget. An updated proposed contract was also presented after the slideshow. **Christen** moves to accept the Personnel Committee recommendation of \$30,000 increase package. **Snyder** poses the question of how this might impact the Fire Chief duties. **Nayes** explains that though the time available is finite it is up to the ED to manage his time appropriately, that he is willing to accept the responsibility of both roles and that the intended result is that the organization becomes more streamlined and integrated with this model. **Scaramella** points out that he believes this is already happening and has seen evidence of such at the Budget Committee meetings. **Scaramella** asks why this package was chosen as opposed to the lower ones, leaving more room for merit increases and incentives. **Nayes** explains that a merit increase is included in the proposed package and that there is still available funding for incentives but this is still at the lower end of compensation for taking on two roles and sees this as a recognition of the ED's commitment. **Christen** points out that even for the Fire Chief position alone the current salary is at the low end. After the discussion the vote was called. **McKenna** seconds the motion. All ayes, no nays.

h. **LOSS CONTROL COMMITTEE:** Did not meet. **Not** reviewed.

8. **OLD BUSINESS:**

a. MCAFD Update: Nothing to report.

b. EMS Billing Bad Debt Write Down: Optional Closed Session after Regular Meeting: Outstanding debts from ambulance billing for FY 2019-2020 totaling around \$7,500 are due to be sent to collections pending approval of the board. It was decided that a closed session was unnecessary because no individuals need to be named and that it should be sent to collections. **McKenna** moves to write off the \$7,500 of bad debt for the ambulance from 2019-2020. **Nayes** 2nd. All ayes, no nays.

c. Update on Vets' Home transfer from Mendocino County to AV American Legion Post 385: Tabled.

9. **NEW BUSINESS:**

a. Recommendation to purchase a Zoll Heart Monitor using the existing \$70k from the EMS Apparatus DRA: **Eubank** proposed, approved by the budget committee at the 7/10 meeting; to transfer funds from reserves to purchase a Zoll Heart Monitor for the new ambulance so it will have equipment that matches the setup of the current ambulance. **Snyder** moves to approve the purchase of the heart monitor as outlined by the policies and procedures for doing so. **Christen** Seconds. All ayes, no nays.

b. Recommendation to Accept Audit 21-22 & 22-23: **McKenna** made a motion to accept the two-year audit. **Scaramella** pointed out that he did not see the airport included in the audit and would like to move it to the next board meeting and Budget Committee meeting. The item was tabled due to the discrepancy and this is going to be further investigated.

- c. Resolution 2024-05: Name Contacts with Access for County Treasury Accounts: This item was tabled. **McKenna** would like to find out if the titles of positions with access can be used in place of individual names so a new resolution doesn't need to be made for changes of employees.

10. ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUSLY BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION: None.

11. ANNOUNCEMENTS/CONCERNS OF DIRECTORS: None.

12. ADJOURNMENT: 4:57pm